

Senior Associate General Counsel

The Division of Health Care Finance and Administration (HCFA), Tennessee Department of Finance and Administration has an opening for a Senior Associate General Counsel. This attorney will be a part of the Federal Unit of the Office of the General Counsel (OGC) and will supervise the contracts group.

Agency Overview

HCFA is made up of the Bureau of TennCare (the Tennessee Medicaid program), the Office of eHealth Initiatives, the Strategic Planning Initiatives Group and Cover Tennessee.

OGC is responsible for providing legal advice and counsel to HCFA, including legal oversight of the development and monitoring of contracts and grants to ensure compliance with federal and state laws, regulations, court orders and consent decrees; negotiations with Managed Care Contractors and other entities; internal labor and employment issues; administrative and state court hearings; and legal guidance and training for Bureau staff.

OGC is made up of two parts – the Federal Unit and the State & Regulatory Unit. The Federal Unit handles matters such as contract review, program integrity advice, non-discrimination advice, federal litigation oversight, HIPAA compliance, public records and ethics compliance. The State & Regulatory Unit handles rule and legislation review, provider appeals, estate recovery, third-party liability recovery and pre-admission evaluation appeals.

The Position

OGC is looking for an individual with significant experience reviewing and revising complex requests for proposals and contracts in a healthcare context. This person should be able to maintain excellent professional and inter-personal relationships and the ability to take on multiple tasks and a wide variety of issues. The ideal candidate will have successful managerial experience and be able to create and institute processes that aid OGC in reaching its goals.

This is a highly visible position within HCFA. In order to be successful, the person in this role must have demonstrable organization, facilitation, communication, and presentation skills.

Physical and Mental Requirements

As part of the essential physical and mental requirements of the job, this Senior Associate General Counsel will occasionally need to lift and carry heavy file boxes (25-30 pounds), sit for long periods during the work day, listen and verbally communicate with individuals and groups. In addition, they must have the ability to accurately read documents for long periods, compose exact legal documents, and solve complex problems. They must be able to operate office computer systems and telephone systems.

Interested persons with 7 or more years of relevant legal experience should submit a resume to the email address below. Applicants should hold a current, valid license to practice law in Tennessee.

The Tennessee Department of Human Resources title for this position is Attorney 4.

Submit resumes to: hcfa.ogc@tn.gov